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NFAC NOTICE: ACADEMIC RELATIONS

The Coordinator for Academic Relations and External Analytical Support and the Associate Coordinator are charged with stimulating and facilitating professional contacts between NFAC and the US academic and private research communities. They act as the principal representatives of the Director, NFAC, for liaison with academic institutions, research centers, and individual scholars. They have general responsibility for coordinating consultations between NFAC personnel and outside scholars and for advising on external research undertakings with academics or academic institutions. The academic relations staff maintains information about these activities, provides advice to NFAC personnel who may wish to contact outside scholars or research centers, assists in arranging for external analytical support, and coordinates these activities, when necessary, among NFAC components.

As CIA representative on the Interagency Committee on Foreign Affairs Research, the Academic Coordinator reviews all contract proposals for external foreign affairs research as defined in Section B. The academic relations staff will act as the secretariat for the NFAC Senior Review Panel, and coordinate the Scholar-in-Residence and similar programs. The Coordinator chairs the NFAC Academic Relations and External

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Analytic Support Committee, with representatives of NFAC offices and staffs, in order to maintain effective communications in these and related areas.

These guidelines supersede previous DDI and NFAC procedures and policies and supplement appropriate Headquarters regulations.

A. CONSULTANTS

1. The Coordinator for Academic Relations is responsible for assuring that all NFAC consultants are dealt with in conformance with [] and other directives, for coordinating consulting arrangements, and for maintaining central records on all NFAC consultants.

2. The academic relations staff and the NFAC Administrative Staff provide support to National Intelligence Officers in establishing and maintaining consulting arrangements. NFAC offices and staffs may independently administer and process consultants who provide advisory services primarily or exclusively to them, in consultation with the academic relations staff and the NFAC Administrative Staff.

3. NFAC officers and components interested in using consultants should communicate with the Coordinator for Academic Relations for information and advice on the required procedures before commencing any other action, and should keep the Coordinator apprised of all contacts with prospective consultants and of meetings and other developments in relationships with current consultants.

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4. A consultant is defined in part in as an "individual with unusual or special skills, knowledge, or experience who is engaged to serve the Agency in an advisory capacity." All consultants must be approved by the DCI and hold Top Secret clearances. Members of NFAC advisory panels must be processed as consultants according to these provisions. Outside specialists needed to provide one-time or occasional advisory services at the Secret level or below may be processed according to the provisions in Section C below.

5. The Coordinator for Academic Relations is responsible for assisting the Director, NFAC in preparing the required annual report, during the month of July, of all consulting relationships.

B. CONTRACTS FOR EXTERNAL FOREIGN AFFAIRS RESEARCH

1. The Coordinator for Academic Relations and External Analytical Support must be informed about all foreign affairs external research projects sponsored by CIA. Such projects are defined, in part, as research programs and studies in the social and behavioral sciences dealing with international relations or with foreign areas and peoples, whether conducted in the US or abroad, classified and unclassified.

2. The Coordinator is responsible for assuring that all foreign affairs external research is performed in compliance

with Presidential and NSC directives that require:

a. The State Department to review and clear all proposals for such research if at any stage the research may involve foreign travel or contact with foreign nationals in the US or abroad, or if the research could have adverse effects on US foreign relations;

b. The State Department be informed of all research projects as defined in paragraph 1 within ten working days after the awarding of a contract or grant;

c. The State Department be provided with three copies of the finished products of such research;

d. Representatives of the Interagency Committee on Foreign Affairs Research (The Coordinator for Academic Relations is CIA's representative) supply the State Department with annual funding information on their agencies' programs, serve as facilitators of cooperative projects, and are otherwise available for consultation on matters of interagency cooperation.

3. Research proposals that may be construed to be within the scope of the definition in paragraph 1 above must be reported to the Coordinator for Academic Relations before contracts are awarded. Memoranda should include the title and description of the project, methodologies to be employed, the

countries or regions covered, the names of the contractors and principal researchers, the estimated cost of the research, classification, and information about any discussions that may have been held about the project with US diplomatic missions. If the project involves field work abroad, details about when, where, and with whom should be included.

4. The Coordinator for Academic Relations will report such proposals to the Department of State as required, following approval by the AD-M, and will report the results of the review process to the AD-M and sponsoring officials.

5. NFAC offices, staffs, and National Intelligence Officers will report all other foreign affairs external research projects as defined in paragraph 1 to the Coordinator for Academic Relations within five working days after contracts have been approved. The Coordinator will be responsible for properly advising the Department of State, with AD-M concurrence.

6. Four copies of each completed research project as defined in paragraph 1 will be provided to the Coordinator.

C. INDEPENDENT CONTRACTORS FROM ACADLMIA

1. Office directors, staff chiefs, and NIOs approve other arrangements in NFAC in which a fee or other remuneration is paid for services rendered by individuals affiliated with academic institutions. Guest speakers, persons providing ad hoc advisory services, and specialists under contract for research or other purposes are included.

ADMINISTRATIVE - INTERNAL USE ONLY

2. Approvals by the Director of Personnel, and, when applicable, the Deputy Director for Administration and the Director of Security will be requested by memorandum in accordance with procedures described in

STAT

3. These memoranda require the concurrence of the AD-M, and should be routed through the Coordinator for Academic Relations, the NFAC Administrative Staff, and the NFAC Security Officer. They should include the names and academic affiliations of prospective independent contractors, an estimate of the total cost of a meeting, the place and purpose of the meeting, security clearances required and other relevant information.

4. The Academic Relations Staff will provide advice about prospective independent contractors from the academic and private research communities and information about any previous services they may have provided NFAC components. It will also assist NFAC officers and components to arrange meetings with outside specialists on request.

5. The NFAC Security Officer will arrange for clearances when necessary and for access to Agency buildings.

D. ATTENDANCE AT ACADEMIC AND PROFESSIONAL MEETINGS

1. Office directors, staff chiefs, and National Intelligence Officers approve travel to and attendance at professional association meetings and other academic gatherings (conferences, conventions, seminars, symposia, etc.) in the US as budget limitations permit. The AD-M should be notified at least four

ADMINISTRATIVE - INTERNAL USE ONLY

weeks in advance of major conferences, or at least one week prior to meetings that allow less lead time. Memoranda (sample at Attachment A) should be routed through the NFAC Security Officer and the Coordinator for Academic Relations.

2. NFAC employees are encouraged to attend meetings of academic and professional organizations which will help to keep them abreast of developments in their fields. In approving attendance sponsored by the Agency, the following factors should be considered:

a. Repeated attendance at annual meetings. Some meetings are of value to an individual only once in several years. If this is the case, other individuals should be offered the opportunity to attend.

b. The number of NFAC personnel attending a conference should not be disproportionate in relation to the total number of attendees or the number of Agency personnel assigned to a specialty.

c. Membership. Does the individual show enough interest to be active or retain membership in the association sponsoring the conference?

d. Benefit to the Agency and to the individual as an Agency employee.

3. Memoranda to the AD-M concerning attendance at professional and academic meetings should include the following information: name, location, duration, and cost of attending the meeting; name, grade, and position of the person attending; and whether the person is a member of the sponsoring organization.

4. NFAC personnel whose attendance at such meetings is sponsored by the Agency are expected to identify their affiliation openly. Any exceptions should be noted and approval requested.

5. Attendance at international conferences must conform with

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B. SPEAKING ENGAGEMENTS BEFORE ACADEMIC GROUPS

1. NFAC personnel are encouraged to accept invitations to make unclassified substantive presentations before academic audiences. Requests to do so will be submitted at least one month in advance to the AD-M for approval, and routed through the office director, staff chief, or National Intelligence Officer, the NFAC Security Officer, the Director of Security (Attn: OS/EAB), and the Coordinator for Academic Relations. An information copy will be provided to the Director of Public Affairs.

2. Memoranda (Attachment B) requesting approval to speak on campus and for travel and other expenses should include information about the time, place, sponsor, and other relevant information about the proposed appearance; identification of the academic point of contact; and an estimate of the total cost (if any) to the Agency. The text of the presentation should be included for review and approval prior to any distribution outside of the Agency. If a presentation is to be extemporaneous, an outline or a description of the proposed talk should be included.

3. As a general rule, NFAC speakers will confine themselves to specific topics or areas in which they have substantive competence.

4. Presentations should be in response to requests initiated by academic institutions or faculty members. Agency regulations prohibit personnel from soliciting or initiating speaking engagements for themselves or other officers. Honoraria or other fees may not be accepted when a speaker appears in an official capacity.

5. There should be an explicit understanding between the NFAC officer and his academic contact about the subject matter of the presentation, the size and composition of the audience, and other ground rules. Presentations should be off the record, with no media coverage or special publicity. The optimum setting is the classroom, and as a general rule,

large scale gatherings open to the general public should be avoided.

F. REQUEST TO PRESENT A PAPER OR PARTICIPATE ON A PANEL

1. NFAC specialists are encouraged to participate as speakers, commentators, etc. on panels at meetings of academic and professional associations.

2. Procedures for requesting approval are the same as in Section E above. Memoranda should include information about the time, place, and nature of a meeting; the title, composition, and objective of the panel; the estimated total cost to the Agency of participation; and other relevant information. A copy of the paper should be included for review and approval prior to any distribution outside the Agency.

G. REQUESTS TO PUBLISH

1. See 23 June 1977

2. In addition, an information copy of the memorandum requesting approval should be sent to the Academic Coordinator.

H. REQUESTS TO TEACH

NFAC officers wishing to teach courses at institutions of higher education should request AD-M approval and concurrence by the Coordinator for Academic Relations and the Office of Security at least a month in advance.